

# STATE OF GEORGIA

## RECORDS RETENTION SCHEDULE APPLICATION

<i>The Retention Schedule Program will enter this data:</i>	<b>Sheet:</b> 1 of 2 <b>Schedule #:</b> 2000-0016-01 <b>Effective Date:</b> May 31, 2000
---	--

(Agency use)

(Archives use)

**Date Sent:** May 15, 2000

**Date Received:** May 15, 2000

**Agency Control No.:** N/A

**Agency Code:** 0466

**Control No.:** 20000511-01

**Applicant:** Department of Public Safety  
Records Management Office

**Address:** 959 E. Confederate Ave.  
Atlanta, GA 30316

**Phone:** 404-624-7860  
**FAX:** 404-624-7879  
**Email:** mgilmer@dps.state.ga.us

**Creating Office:** Hearing Unit

**Address:** 959 E. Confederate Ave.  
Atlanta, GA 30316

**Phone:** 404-624-7427  
**FAX:** 404-624-7848  
**Email:** lsolomon@dps.state.ga.us

**Administrator:** Major Arthur White

**Phone:** 404-624-7896  
**FAX:** 404-624-7848  
**Email:** awhite@dps.state.ga.us

**Application Type:** New

**Class:** Individual

**Series Title:** Administrative Hearing Files

**Dates of Series:** 1993 - Ongoing

**Access:** Open

**Function Documented:** Final decisions issued by Administrative Law Judges of the State Office of Administrative Hearings (OSAH). Individual parties, or their legal counsel, request hearings to contest administrative decisions or actions the Department of Public Safety (DPS); or DPS requests a hearing to determine whether civil penalties for specific violations should be imposed in accordance with applicable laws and/or regulations. These hearings are those that are held by OSAH for DPS as required by Georgia Law (see O.C.G.A. §50-13-2, O.C.G.A. §50-13-41, and O.C.G.A. §50-13-42).

After final decision is issued, the case file with the final decision included, is returned to the Department of Public Safety for review and maintenance (see Rule 616-1-2-.33 Transfer of Records to the Referring Agency, effective July 20, 1995).

**Consists of:** Pleadings and motions; original transcripts of oral hearings or arguments; written direct or rebuttal testimony; research studies, reports, and other exhibits submitted into the proceedings; a statement of matters officially noticed; proposed findings and briefs; final decision of the Administrative Law Judge hearing the case and related

**STATE OF GEORGIA**  
**RECORDS RETENTION SCHEDULE APPLICATION**

The Retention Schedule Program will enter this data:	Sheet:	2 of 2
	Schedule #:	2000-0016-01
	Effective Date:	May 31, 2000

correspondence.

**Media:** Paper; sometimes photographs, audio recordings, video recordings and other electronic media.

**Arrangement:** Numerical by case file number or alphabetical by individual surname

**Indexed by:** Individual's surname and case file number

**Retention Requirement:**

**State Law or Regulation:** Final Decision: continuing retention: O.C.G.A. §50-13-17(b)

**Federal Law or Regulation:**

**Audit Period:**

**Administrative Need:**

**Cutoff Event:** End of the calendar in which all rights of appeal have expired.

**Total Retention:** Final Decision: Continuing retention for legal and historical purposes.  
Remainder of hearing file contents: Six (6) years.

The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. §50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

**Authorized by:** Robert Hightower 25 May 2000  
Colonel Robert Hightower, Agency Head Date

**Concur:** Major Arthur White 5-25-00  
Major Arthur White, Creating Office Administrator Date

**Submitted by:** Mike Gilmer 5-24-00  
Mike Gilmer, Records Management Officer Date

The State Records Committee approves this recommended retention period for the named record series by the named creating office.

**Signed:** Ronald B. White 10/2/00  
for Robert E. White, Jr., Secretary of State Designee Date

**STATE OF GEORGIA**  
**STORAGE REFERENCE AND DISPOSITION PLAN**  
**RESOURCE IMPACT PROJECTION**

Sheet: 1 of 1  
Authorizing Schedule #: 2000-0016-01

(Agency use)  
Date: May 15, 2000  
Agency  
Control No.: 0466

(Archives use)  
Date Received: May 15, 2000  
Agency Code: 0466  
Control No.: 20000511-01

---

**Series**  
Title: Administrative Hearing Files

**Current**  
Accumulation: 400 cubic feet

**Annual**  
Accumulation: 200 cubic feet

**Reference**  
Activity: Four (4) times per year

**Series**  
Inventory: Alphabetical by name of contestant

**Storage**  
Containers: Records Center Carton, 10"x12"x15"

**Special Storage**  
Conditions: None

---

**Proposed Disposition Instructions:**

**Cutoff records of series:** At the end of the calendar year in which all rights of appeal have expired.

**Maintain in the office for:** Final Decision:  
Ten (10) years;  
**Transfer to:** State Archives;  
**Hold:** For continuing retention.

**Maintain in the office for:** Remainder of Hearing File:  
One (1) year;  
**Transfer to:** State Records Center;  
**Hold:** For five (5) years;  
**Then:** Destroy.

The information provided above about the records is true and accurate. The proposed disposition instructions will efficiently protect the rights and interests of the creating agency, the State of Georgia, and the public.

Signed: Major Arthur White 5-25-00  
Major Arthur White, Creating Office Administrator Date

Submitted by: Mike Gilmer 5-22-00  
Mike Gilmer, Records Management Officer Date

The Office of Secretary of State, Department of Archives and History agrees to provide storage and reference services for these records in accordance with this Storage and Disposition Plan. Changes in media, rate of accumulation, reference activity or required storage conditions may require renegotiation of the agreement.

Accepted by: Robert E. White, Jr. 10/2/00  
Robert E. White, Jr., Secretary of State Designee Date